

COMMITTEE ON HOUSE ADMINISTRATION

CANDICE S. MILLER
CHAIRMAN ~ 114TH CONGRESS



TUESDAY, JULY 28, 2015

GOP CONFERENCE NEWSLETTER

IMPORTANT TIPS FOR THE UPCOMING AUGUST DISTRICT WORK PERIOD

As we approach the August District Work Period, the Committee on House Administration is here to assist you with any questions your office may have regarding the use of official resources.

The [Members' Congressional Handbook](#) outlines regulations for how the Members' Representational Allowance (MRA) may be used in support of the conduct of the Member's official and representational duties to the district from which he or she is elected. If you have any questions pertaining to the use of official resources, we encourage you to reference the [handbook](#) available on the Committee's website at <http://cha.house.gov> under Member Services. Please do not hesitate to reach out to our staff at x5-8281 if you have any questions regarding one of these regulations.

Additionally, before this District Work Period begins, we encourage your office to review the House Sergeant at Arms' [Law Enforcement Coordinator \(LEC\) page](#) for tips when planning and preparing for your district office's security and events your office will be hosting. For any additional questions, call x5-2456.

If you have any additional questions about any of this subject matter, please do not hesitate to reach out to the Committee at x5-8281. Our Committee is here to help with anything you may need, and we wish you a very productive and safe district work period.

REMINDER: FALL INTERNSHIP PROGRAM FOR STUDENTS WITH INTELLECTUAL DISABILITIES

Established by Rep. Gregg Harper in 2010, the Congressional Internship Program for Individuals with Intellectual Disabilities (ID) is a unique program that provides work experience on Capitol Hill for students with ID. **The upcoming program will run from September 11th - December 4th.**

Each participating office will be asked to host a student for one two-hour session each week. During the weekly two-hour session, the interns will work with an outside aide specifically trained to assist the student in the congressional office to complete various office tasks as assigned.

If your office is interested in participating, please contact Alyssa Hinman with the Committee at x5-8281 or email at alyssa.hinman@mail.house.gov by August 14th. For more information, visit the Committee's [internship program page here](#).

